

**THE STATE OF NEW
HAMPSHIRE
JUDICIAL BRANCH**
<http://www.courts.state.nh.us>
**INSTRUCTIONS FOR
COMPLETING THE UNIFORM
SUPPORT ORDER**

When To Use The Uniform Support Order (USO):

This form must be used in all cases involving child support, including divorce and parenting petitions, modifications of child support, and paternity actions. Do not file a USO in cases where there is alimony but there is no child support.

Whenever child support is recalculated, a new USO, current financial affidavits from both parties, and a new Child Support Guidelines Worksheet must be filed with the court for approval.

This form is not intended to cover all issues that may be relevant or important. For example, see the topics covered in the Standard Final Domestic Order Paragraphs, a copy of which is available from the court.

Users shall use the USO form provided by the court, which can be obtained at the court or electronically from the court's web site at <http://www.courts.state.nh.us>.

General Instructions:

If the parties agree to the terms of the order, the parties, and counsel if applicable, shall file a completed and signed USO. This form must also be signed by an attorney for the Division of Child Support Services in all cases initiated by the Division, or when one of the parties or children is a TANF or Medicaid recipient, or in a UIFSA case.

If the parties do not agree to all terms, at least one party shall file a USO that contains all information requested in the areas on the top portion of page one, prior to Section 1.

In either case, both parties must also file completed Financial Affidavits, and at least one party must file a completed Child Support Guideline Worksheet.

If the names and other information of all children do not fit in the space provided, write "see section 16" and enter the additional information there.

The provisions set forth in the Uniform Support Order-Standing Order, are automatically part of the USO unless they are specifically changed in Section 16 of the USO. Be sure to read the USO and Standing Order carefully.

Be sure that provisions of the USO do not contradict any other document, such as an agreed upon temporary or final decree.

Specific Instructions (numbers refer to the corresponding section number in the USO):

Section 2. Even though an order is called a "final" order, it may still be subject to future modification under certain circumstances.

Section 5. If support is made payable directly to the obligee, DCSS cannot later become involved to either collect or enforce the order unless:

- 1) the children named in the USO receive assistance (Temporary Assistance to Needy Families); or
- 2) a party applies for support enforcement services and certifies that (a) an arrearage equal to or greater than the support obligation for one month exists; or (b) a court has issued a protective order pursuant to RSA 173-B or RSA 461-A:10 which remains in full force and effect at the time of application; or
- 3) the court orders payment through DCSS upon motion of any party alleging that it is in the best interest of the child, obligee, or obligor.

Section 6. Child support may vary from the Guidelines if special circumstances exist, including but not limited to the following:

- a) Ongoing extraordinary medical, dental or education expenses, including expenses related to the special needs of a child, incurred on behalf of the involved children;
- b) Significantly high or low income of the obligee or obligor;
- c) The economic consequences of the presence of stepparents, step-children or natural or adopted children;
- d) Reasonable expenses incurred by the obligor parent in exercising parental rights and responsibilities, provided that the reasonable expenses incurred by the obligee parent for the minor children can be met regardless of such adjustment;
- e) The economic consequences to either party of the disposition of a marital home

made for the benefit of the child;

- f) The opportunity to optimize both parties' after-tax income by taking into account federal tax consequences of an order of support;
- g) State tax obligations;
- h) Parenting schedule;
- i) The economic consequences to either party of providing for the voluntary or court-ordered postsecondary educational expenses of a natural or adopted child;
- j) Other special circumstances found by the court to avoid an unreasonably low or confiscatory support order, taking all relevant circumstances into consideration.

These grounds for an adjustment to the application of guidelines may be amended in the future by the legislature. Please see RSA 458-C:5.

Section 10. Either or both parties may be ordered to provide health insurance for the children.

Section 11. Either or both parties may be ordered to provide health insurance for the children when it becomes available at a reasonable cost.

Section 13. Paragraph 13 must be marked if TANF is being paid on behalf of the children, or has been paid within the last six years. Contact your local office of the Department of Health & Human Services and ask for the Division of Child Support Services.

Section 14. To be completed only if paternity is at issue.

Section 15. To be completed only by DCSS if public assistance has been provided to either party or the children.

Section 16. Use this section to modify any of the provisions of the Standing Order or to add additional terms or provisions. Remember that each provision of the Standing Order is part of the USO unless it is specifically changed in this section.